ONLINE BALLOT DELIVERY SYSTEM: USER GUIDE

How to Use this Guide

We hope this guide will answer your questions about our online ballot delivery system.

Here's what you need to know to use this system.

- Make sure you can print. You must print your ballot.
- You can't use this system to return your voted ballot.
- You'll need an envelope to return your voted ballot.

Here's how this Guide is organized.

- <u>Step 1</u> How to access the system
- Step 2 How to log into the system
- Step 3 Create your password
- Step 4 Ballot return and deadline information
- <u>Step 5</u> Test your computer
- <u>Step 6</u> Test your printer
- Step 7 Read about your download and marking options
- Step 8 Decide how you want to make your selection
- Step 9 Getting your ballot
- Step 9A Printing a blank ballot and marking it by hand
- Step 9B Using system to mark ballot and print ballot
- Step 10 Getting your envelope ready
- Returning users
- Resetting your password

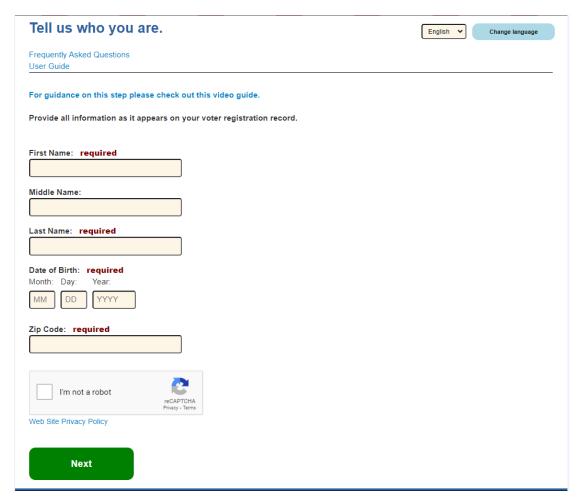
Step 1: Access the Online Ballot Delivery System

You will receive an email with a link to the system. Use the email for this election. You can't use an email from a prior election.

When you are at a computer with a printer, click on the link in the email. The link looks like this: Login now

Step 2: Login

1. You will see the **Tell us who you are** page.



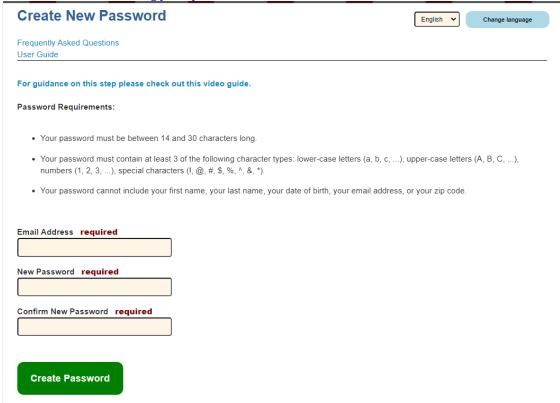
- 2. Type your first name and last name. You must type your name exactly as it appears in your voter record.
- 3. Type your date of birth. Use this format MM/DD/YYYY.
- 4. Type your 5 digit zip code. Don't type your full zip + 4.
- 5. Check the box next to "I'm not a robot"
- 6. If you see 9 pictures, follow the instructions. If you skip the question or do not click the correct squares, you will get an error or get another set of squares.
- 7. Click the **Next** button.

Tips for Logging In

- Review what you typed, and fix any typos.
- If you use a nickname, type your legal name.
- If you have a hyphen, apostrophe, or space in your name, remove the hyphen, apostrophe or space.
- Check how you typed your date of birth. You must type 2 digits for the month and date. For example, if you were born on January 2nd, type "01" in the Month box and "02" in the Day box.
- If you have your voter registration card handy, type your information as it is printed on the card.
- Call your local board of elections or email absentee.SBE@maryland.gov for help.

Step 3: Create Your Password

1. You will see the **Create New Password** page. If you forgot your password and need to reset it, go to the <u>instructions for resetting your password</u>.



- 2. Type the email address where we sent the email with the login link.
- 3. Type a password.

Your password must have:

- a. At least 14 characters and no more than 30 characters and
- b. Characters from **at least 3** of the following categories: (1) lower-case letters; (2) UPPER-CASE LETTERS; (3) numbers; and (4) symbols such as ! @ # \$ % ^ & *.

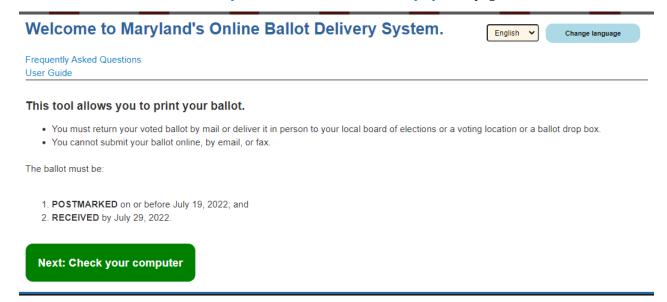
Don't use your name, birthday, email address or zip code.

- 4. Retype the same password in the **Confirm New Password** field.
- 5. Click the green Create Password button.

Important: If you want come back later and print your ballot, just close the system. When you're ready, go back to the email and click the <u>Login now</u> link again. You'll need to type your voter information and the password you just created.

Step 4: Ballot Return and Deadline Information

1. You will see the Welcome to Maryland's Online Ballot Delivery System page.



- 2. Review this information and note the deadlines.
- 3. Click on the green Next: Check your computer button.

Step 5: Test Your Computer

In the step, we'll check that your computer's browser and Adobe Reader software and printer will work with the system.

On the **Test Your Computer** page:

If you see **PASSED** under **Browser Test** and **Adobe Reader Test**, you are ready for the **Print Test** in **Step 6**.

If you do *not* see the **PASSED** under both, the computer you are using will not work with the system. You may:

- a. Try using another computer
- b. Try using another browser on the same computer
- c. Email us at absentee.sbe@maryland.gov and ask for help
- d. Contact your <u>local board of elections</u> and if there's enough time, ask them to mail your ballot to you.

For more information on system requirements, please read the Online Ballot Delivery System FAOs.

Step 6: Test Your Printer

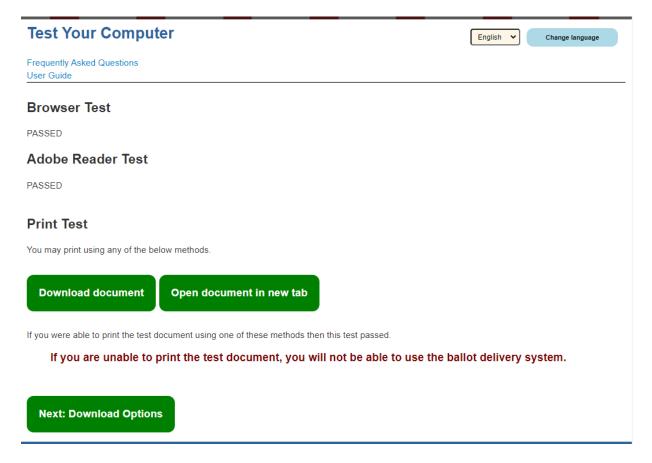
For the **Print Test**, choose **Download document** or **Open document in a new tab**. One way may work with your browser, so you may need to try the other method to pass the **Print Test**.

If you printed the test document, click the green Next: Download Options button.

If you could not print using either button:

- a. Try using another computer
- b. Try using another browser on the same computer

- c. Email us at absentee.sbe@maryland.gov and ask for help
- d. Contact your <u>local board of elections</u> and if there's enough time, ask them to mail your ballot to you.



Step 7: Read About Your Two Options

1. You will see the **Read About Your Two Options** page.

Read About Your Two Options

English 🗸

Change language

Frequently Asked Questions User Guide

You have two options for downloading your ballot.

- · You can use your computer to MARK and print your ballot, OR
- · You can print a BLANK ballot and mark by hand.

Both options require that you PRINT and MAIL your ballot or DELIVER it in person to your local board of elections or a voting location or a ballot drop box.

If you choose to use your computer to mark your ballot:

- . For security purposes, you will be automatically logged out after 15 minutes of inactivity.
- . If you quit before finishing, you will need to start over the next time you login.

You may prefer to print a blank ballot if:

- · You need to do additional research before making your voting selections.
- · You are worried about tracking software on your computer or risks with using the Internet.
- You are using a computer or web browser that doesn't have the latest updates.
- · You are unable to find a time and place to mark your ballot in private while on the computer.

Next: tell us how you want to download your ballot

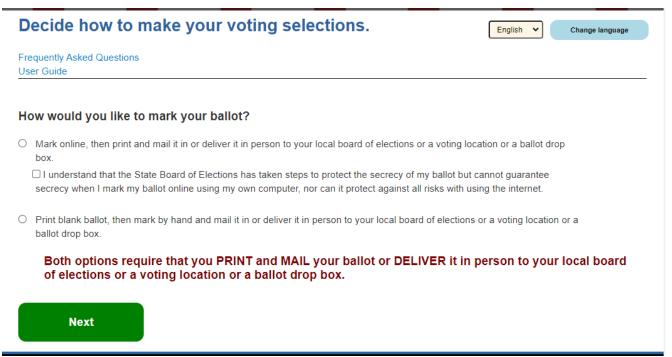
2. Review the 2 ways you can mark and download your ballot. You may either mark your ballot online using the marking tool and then print your ballot OR you may print a blank ballot and mark your ballot by hand.

Note: Both options required that you PRINT and MAIL your ballot.

3. After you decide how mark your ballot, click the green Next: tell us how you want to download your ballot button.

Step 8: Decide how you want to make your selection

1. You will see the **Decide how to mark your voting selections** page.



2. Click the button next to how you want to mark your ballot.

If you want to mark your ballot online before you print it, click the first radio button (circle) and check the box.

If you want to print a blank ballot and mark it by hand, click the second radio button (circle).

3. Click the green **Next** button.

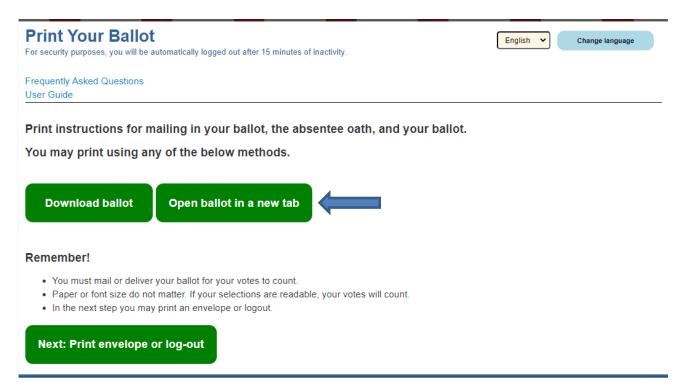
Step 9: Getting your ballot

If you chose to print a blank ballot, go to Step 9A.

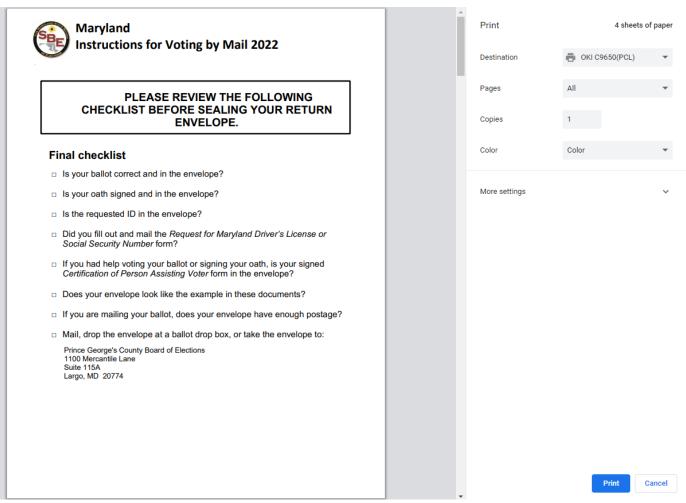
If you chose to mark your ballot online and then print it, go to <a>Step 9B.

Step 9A: Printing a blank ballot and marking it by hand

1. You will see the **Print Your Ballot**.



- 2. Click **Download ballot** or **Open ballot in a new tab**. Click the button you clicked when you printed the test page in <u>Step 6</u>.
- 3. The system will generate a PDF file with your ballot and other important information.
- 4. You will see the **Print** page.



Note: The number of pages shown on the **Print** page may not match the number of pages on the screenshot.

- 5. Click the **Print** button.
- 6. If you can't print, click your browser's back arrow to return to the **Print Your Ballot** web page, and click a different green button.
- 7. If you still can't print:
 - a. Try using another computer
 - b. Try using another browser on the same computer
 - c. Email us at absentee.sbe@maryland.gov and ask for help
 - d. Contact your <u>local board of elections</u> and if there's enough time, ask them to mail your ballot to you.
- 8. After you print your ballot and documents, click the green Next: Print envelope or log-out
- 9. Go to <u>Step 10</u>.

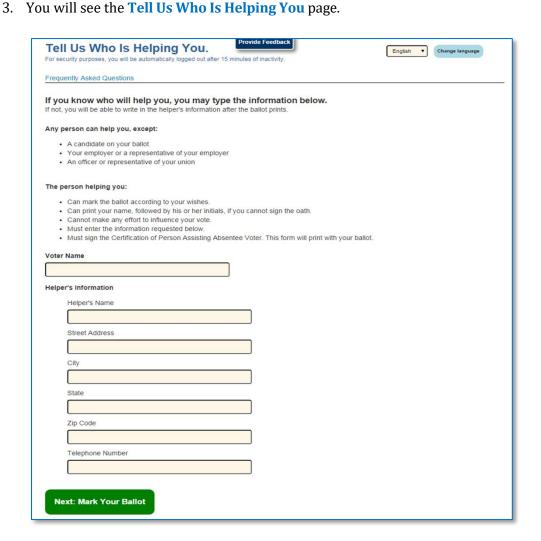
Step 9B: Using system to mark ballot and print ballot

1. You will see the Tell Us If Someone Will Help You page.



- 2. If you need help signing your oath or marking your ballot, click the green Yes button.

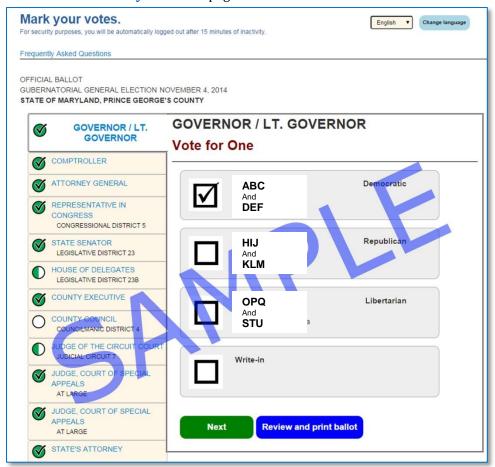
If you don't need help, click green No button and go to #6 below.



4. Type your helper's information, or ask your helper to type in the information.

If you know you will need help but haven't chosen a helper yet, you can leave this page blank. You can fill out this form once you print it.

- 5. Click the green Next: Mark Your Ballot button.
- 6. You will see the **Mark your votes** page.



7. Here's how to make selections.

- a. Find the name of the candidate you want to vote for. Click the box next to the name of the candidate or anywhere in the gray area around the candidate's name.
- b. Once you've made a selection, you'll see checkmark next to candidate's name.
- c. If you select the wrong candidate, click that candidate's name again to remove the checkmark and then click the box for the correct candidate.
- d. You can't vote for more than the number of candidates allowed in a contest. The number of candidates you can select is under the contest name. If you try to vote for more, the system will let you know.
- e. You can vote for fewer candidates than the number.
- f. After you finish making selections for a contest, click the green Next button to go to the next contest.
- g. The contests on your ballot are on the left. As you make selections, it will show the contests where you've made selections.
 - i. If there is a check in a green circle next to a contest, you have fully voted this contest.
 - ii. If there is a circle that is half green and half white, you can make more selections if you wish.
 - iii. If there is a white circle, you haven't made any selections for this contest.

- 8. When you finish making your selections, click the blue Review and print ballot button. You will still be able to go back and make changes on the next screen.
- 9. On the **Review your votes page**, you can see each contest and review your selections.

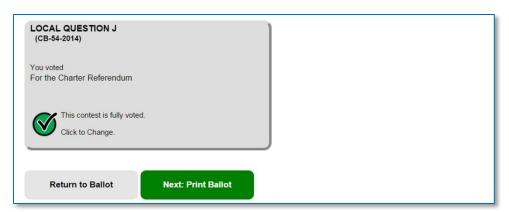


10. Here's how to review your selections.

- a. If there is a check in a green circle next to a contest, you have fully voted this contest. In the image above, all of the contests are fully voted.
- b. If there is a circle that is half green and half white, you can make more selections if you wish. In the image below, the voter selected one candidate for Judge of the Circuit Court but could have selected 3 candidates. The voter can vote for 1 or 2 more candidates.
- c. If there is a white circle, you haven't made any selections for this contest.

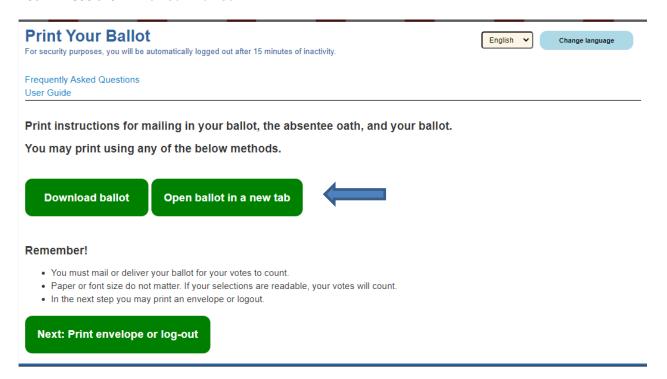


d. You can make changes here. If you want to make a change or vote for more candidates, click the box for that contest or click the gray **Return to Ballot** button at the bottom of the page.

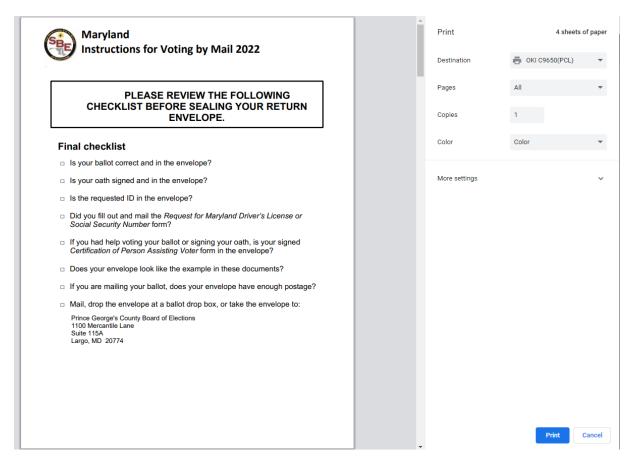


11. When you are happy with your selections, click the green Next: Print Ballot button.

12. You will see the **Print Your Ballot**.



- 13. Click **Download ballot** or **Open ballot in a new tab**. Click the button you clicked when you printed the test page in <u>Step 6</u>.
- 14. The system will generate a PDF file with your ballot and other important information.
- 15. You will see the **Print** page.

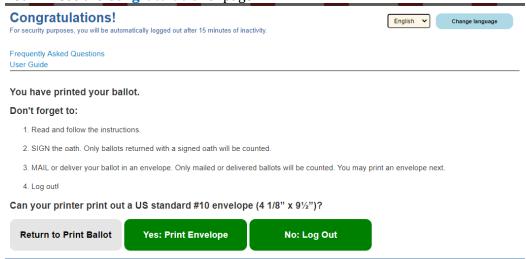


Note: The number of pages shown on the **Print** page may not match the number of pages on the screenshot.

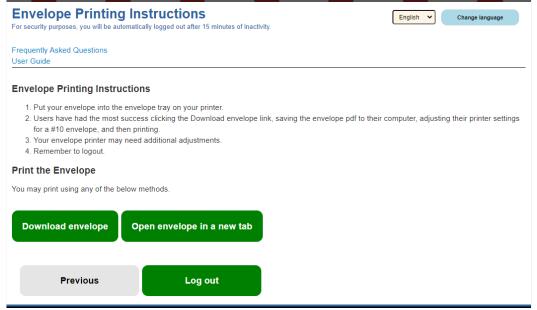
- 16. Click the **Print** button.
- 17. If you can't print, click your browser's back arrow to return to the **Print Your Ballot** page, and click another green button.
- 18. If you still can't print:
 - a. Try using another computer
 - b. Try using another browser on the same computer
 - c. Email us at absentee.sbe@maryland.gov and ask for help
 - d. Contact your <u>local board of elections</u> and if there's time, ask them to mail your ballot to you.
- 19. After you print your ballot and documents, click the green Next: Print envelope or log-out

Step 10: Getting your envelope ready

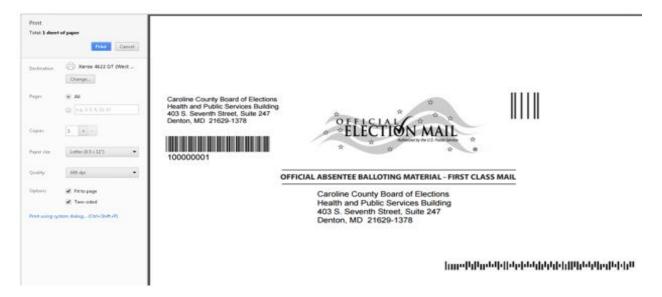
1. You will see the **Congratulations!** page.



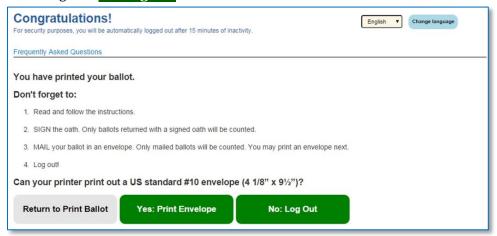
- 2. If you want to print an envelope, make sure you have a #10 envelope. If you can't print an envelope, go to #3 below.
 - a. Click the green Yes: Print Envelope button.
 - b. You will see the **Envelope Printing Instructions** page.



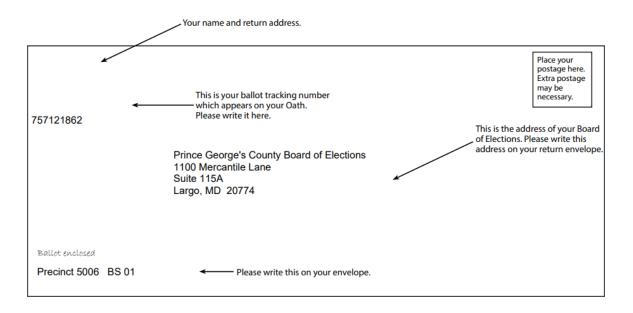
- c. Click **Download ballot** or **Open ballot in a new tab**. Click the button you clicked when you printed the test page in <u>Step 6</u>.
- d. The system will generate a #10 envelope file with mailing and return address information.
- e. You will see the Print screen.



- f. Before printing, make sure your printer settings are set for a #10 envelope. You can print on a larger envelope, but you may need to adjust your printer settings.
- g. Click **Print** button.
- h. If you can't print, click your browser's back arrow to return to the **Envelope Printing Instructions** page, and click the other green print button.
- i. If you could not print using either button, don't worry. Just follow the instructions in #3b below and write the information on your envelope.
- j. After you print your envelope, click the green Log out button.
- 3. If you don't or can't print an envelope:
 - a. Click the green No: Log Out button.



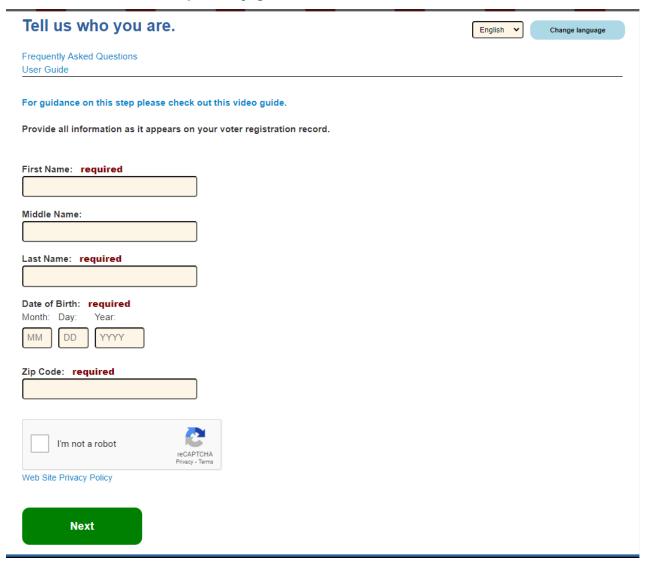
b. When you printed your ballot, you also printed a sample envelope. Use the sample envelope to address your envelope. See image below.



c. Please write your ballot tracking number under your return address as shown. You can find this number on the envelope template and your oath you printed. Please also write the precinct information under the "Ballot enclosed" line.

Returning Users

1. You will see the **Tell us who you are** page.

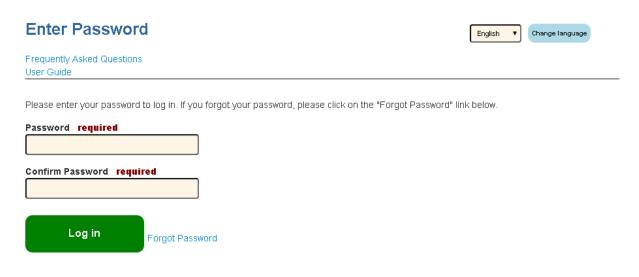


- 2. Type your first name and last name. You must type your name exactly as it appears in your voter record.
- 3. Type your date of birth. Use this format MM/DD/YYYY.
- 4. Type your 5 digit zip code. Don't type your full zip + 4.
- 5. Check the box next to "I'm not a robot"
- 6. If you see 9 pictures, follow the instructions. If you skip the question or do not click the correct squares, you will get an error or get another set of squares.
- 7. Click the **Next** button.

Tips for Logging In

- Review what you typed and fix any typos.
- If you use a nickname, type your legal name.
- If you have a hyphen, apostrophe, or space in your name, remove the hyphen, apostrophe or space.
- Check how you typed your date of birth. You must type 2 digits for the month and date. For example, if you were born on January 2nd, type "01" in the Month box and "02" in the Day box.
- If you have your voter registration card handy, type your information as it is printed on the card
- Call your <u>local board of elections</u> or email <u>absentee.SBE@maryland.gov</u> for help.

8. You will see the **Enter Password** page.

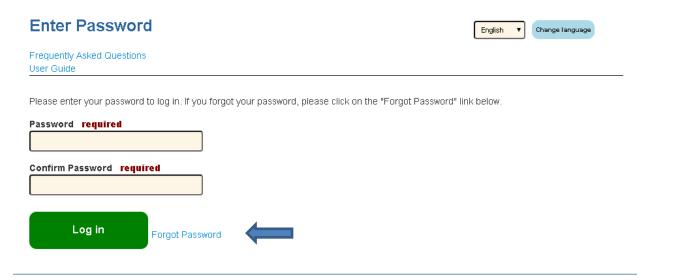


- 9. Type the password that you created when you logged in for the first time.
- 10. Type the password again in the Confirm Password field.
- 11. Click on Log In button.

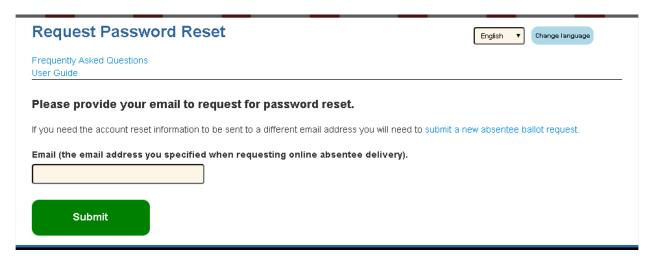
Resetting your password

If you forgot your password or need to reset it:

1. Click on the "Forgot Password" link on the **Enter Password** page. It is to the right of the green **Log In** button.



2. You will see the **Request Password Reset** page.



- 3. Type your email address. Use the email address where you received the email with the link to your ballot.
- 4. Wait 5 minutes.
- 5. Check your email. Look for an email with "MD Ballot Delivery Password Reset" as the subject.
- 6. Use the link in this new email to log in and create a new password.